



# WOODSIDE PRIMARY ACADEMY ATTENDANCE NEWSLETTER



Welcome to our Autumn 1 **'BE PROACTIVE'** attendance update!

## ANN AND NAZ'S ATTENDANCE NEWS

### Welcome to a New School Year!

We're delighted to welcome all our families back and extend a special welcome to those joining us for the first time.

Thank you for helping us get off to a good start, your commitment to regular attendance is greatly appreciated.

Alongside attendance this term classes are being rewarded for their regular punctuality.

A gentle reminder to all parents: **if your child arrives late, they must be signed in at the school office.**

**For children who walk to school alone, please note that the privilege may be taken away if lateness becomes a concern.**

We appreciate your support in helping every child start their day on time and ready to learn.

This term Woodside has created an updated pathway for **External Activity Absence**, this updated process is designed to streamline requests and improve clarity for all involved.

Please take a moment to review the details in the document attached below.

# Woodside Primary Academy

## External Activity Absence Request Attendance Pathway

### When requesting Leave for External Activities:

Parents/Carers to request leave via our virtual office:

<https://www.woodsideprimaryacademy.com/page/?title=Request+for+Leave+of+Absence+from+Learning&pid=439>

Parents/Carers to provide evidence for the request of leave

If the request is for a theatre production, Parent/Carer to request provisional letter of authorisation in writing

Attendance Officer to review the leave and send to HOS for authorisation

Once license and evidence has been provided send to HOS for authorisation

Once evidence is provided and HOS approve, parent/carer to be informed and planned absences added to Arbor

Once license and evidence has been provided send to HOS for authorisation

Once authorised letter will be sent to Parent/Carer

If absence request is not a sport of performance request seek advice from BACME (Behaviour Attendance and Children Missing Education)



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### Attendance Certificates

We're thrilled to share that up to **700 certificates** will be awarded to children who achieved **100% attendance** this half term — an amazing start to the new school year. Alongside their certificate, each child will receive a **Golden Ticket** to use at the **Winter Fair**, giving them access to designated activities on the day.

Please ensure these tickets are kept safe so they can be enjoyed to the fullest!





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Contact Us



**SCHOOL:** 020 8520 5168

**NURSERY:** 020 3839 4971

### General Enquiries

[school@woodside-academy.org](mailto:school@woodside-academy.org)

### Attendance

[attendance@woodside-academy.org](mailto:attendance@woodside-academy.org)

### Nursery All Enquiries

[nursery@woodside-academy.org](mailto:nursery@woodside-academy.org)

### Teatime & Breakfast Club

[extendedservices@woodside-academy.org](mailto:extendedservices@woodside-academy.org)

### Finance

[finance@woodside-academy.org](mailto:finance@woodside-academy.org)

### Friday Afternoon Childcare

[fridayafternoonchildcare@woodside-academy.org](mailto:fridayafternoonchildcare@woodside-academy.org)

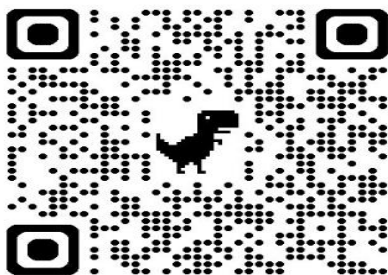
### Reception New Admissions

[receptionadmissions@woodside-academy.org](mailto:receptionadmissions@woodside-academy.org)

**Just a reminder that  
children return to  
school on Monday 3rd  
November 2025**

**Have a lovely Half Term**

**Forest – 8.45am  
Bridge - 9.00am**



PARENT SUPPORT

PLEASE VISIT OUR WEBSITE FOR LINKS TO SUPPORT OUR PARENTS  
SCAN QR CODE ABOVE



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We would like to take a moment to recognise some of our amazing, proactive Attendance Monitors who have been doing a fabulous job supporting attendance across the school. Their efforts—especially in warmly welcoming their peers each day—have made a real difference in creating a positive and inclusive school environment. Thank you to each of them for their dedication and enthusiasm. It's wonderful to see such peer-led support in action.



## Class Attendance Monitors